



Sample Election Protocols

Look more closely at your election procedures. Are they comprehensive? Are there loopholes? As you work with other in your constituency group, do your election procedures address the following?

PROTOCOLS	Is it addressed in our election procedures?
Nomination Process: <ul style="list-style-type: none"> • How will persons be nominated? • What will the timelines be? • How will the ballot be prepared once nominations are made? 	
Voting: <ul style="list-style-type: none"> • How will the voting process take place and under what time frame? • When, where and how will the election take place (election with polls or an election during a meeting)? • Who will be responsible for administering the election? • How will ballots be secured? • How will the election be monitored? • How will candidates be notified of the results? • How will "tie votes" and candidates not receiving a majority of all the eligible votes be handled? • Will absentee ballots be accepted, and how will those be handled in the case of a runoff? 	

Procedures for Determining Representatives:

- What will be the method for counting votes from the election (who, when, where)?
- What will be the process for informing the school community of the results of the election?
- What is the process for a run-off, in the event this is needed?

Vacancies:

- ☐ What are the procedures of notification and voting for vacant positions?